**MEETING MINUTES FROM 11/10/2015**

**SELECTBOARD MEETING**

**PRESENT:** Chairman Steve Aubin, Alton Bruso, Linda Gotshall, Clerk Donna Bohannon

**GUESTS:** Terry Tatro, Robert Cosgrove, Shawn Cosgrove, Lee Kimball, Leeann Porto, Renee Creller, (Bernard Savage, Emery-arrived at 9:18PM)

**7PM - OPEN MEETING:** At 7:05PM Chairman Aubin opened the meeting

**ADJUST THE AGENDA (if needed):** Two adjustments to the agenda are needed.

1: The Board needs to review the letters of interest for the Selectboard seat that is vacant.

2: An Executive Session needs to be added at the end of the meeting to discuss conditions of employment for a Transfer Station employee.

1. **APPROVE THE FOLLOWING MEETING MINUTES:**
* 10/27/2015 SELECTBOARD MEETING
	+ Linda Gotshall motioned to accept the minutes from 10/27/2015 as written – seconded by Alton Bruso – all in favor – motion carried
1. **NEW BUSINESS / MISCELLANEOUS:**
	* **Bob Cosgrove –** Water flooding his property
		+ Mr. Cosgrove was present to talk to the Board about the flooding that is taking place on his property since the work has been done on East Alburgh Rd. He states that since the ditches on East Alburgh Road have been cleared out and what he believes are larger ditches have been put in near the rail trail, more water is able to come down through and in the spring of the year and whenever there are heavy rains, his property is getting flooded.
		+ Alton and Bing visited the site and they felt that it was not the Town’s responsibility to clean the ditches on private property.
		+ Mr. Cosgrove feels that the Town has some responsibility as there wasn’t a problem with his property being flooded until the Town did the work on East Alburgh Road.
		+ Alton, Steve and Bing will visit the property to assess the situation. They will inform Mr. Cosgrove when they are going to be there and he will be present as well.
	* **VEMERS ~~Life~~ retirement insurance –** Past amount due
		+ The Clerk learned that VEMERS (Vermont Employees Retirement Systems) benefits are mandatory for any employee that is expected to work 24 hours or more in a week. The Clerk has been in contact with Jennifer Burdick from VEMERS about this and was told that this is not an option. Any employee that is expected to work a minimum of 24 hours per week on a regular basis is required to sign on for VEMERS benefits.
		+ Linda Gotshall also had email correspondence with Jennifer Burdick and was told the same thing.
		+ Alton Bruso will be in contact with Jennifer Burdick about the possibility of getting the past due amount waived.
		+ *Tabled until further notice*.
2. **OLD BUSINESS:**
	* **Bethany Remmers –** Streetscape
		+ Bethany was unable to attend – *tabled until the next meeting, currently scheduled for 11/24/2015*
	* **E911 Signs –** Sign ordinance – Update from Board
		+ The Board agreed that the changes were acceptable *– Clerk to send to Town Attorney, David Rugh for review*
	* **Swing-set from Lake St. to Library –** Update from Alton
		+ Renee Creller was present to inform the Board that the funds for the Swing-set have been secured.
		+ Gina Lewis (Librarian) will be talking to the Library Trustees to ask where they feel it should be placed.
		+ Bing and Alton visited the site to assess if the Highway department would be able to move the structure – it was determined that they will be able to move it when the Trustees decide where it should be placed.
		+ Gina Lewis will coordinate the move with Alton, Fred Bourgeois (current owner of the swing-set) and the Trustees.

* + **Transfer Station camera –** Option #1 or #2
		- The Board agreed that option # 2 (installation of a new camera) was the option that they would like to choose. The cost of this option was $266.00
	+ **N.Y Life Insurance –** Update from Alton
		- Alton spoke with the Highway department personnel and they do not want to take advantage of this insurance at this time.
1. **TABLED TOPICS AND / OR WAITING RESULTS:**
	* No tabled topics or waiting results at this time.
2. **VISITOR INPUT:**
	* Amee Gotshall was present to ask the Board about the employee handbook. Her concern is for an employee that works 32 hours per week. According to the handbook, any employee that works 40 hours per week or more is considered a full time employee. An employee that works a yearly average of less than 30 hours per week is considered a part time employee. There is not an allowance for someone that works 32 hours in a week. Her concern is that full time employees are entitled to paid holidays, part time employees are not. There is an employee that works 32 hours per week but does not receive paid holidays. Mrs. Gotshall feels that the employee in question should receive paid holidays. The employee in question generally has Friday off. Weeks with a holiday, the employee works Friday to make up time. Mrs. Gotshall feels this is unjust and the employee should be paid for holidays.
	* The Board agrees that the handbook needs revisions. The Selectboard members and the Town Clerk will review the handbook to see where changes need to be made.
	* No decisions will be made until review of the handbook is complete.
3. **ADJUSTMENT #1:** Candidate review for the open seat on the Selectboard
	* Three people submitted letters of interest to the Selectboard. The three candidates were Charles Hatin Sr., Lee Kimball and Jan Tatro.
	* Clerk to set up interviews for Thursday, November 19th to begin at 6:30PM and run for twenty minutes each.
4. **APPROVE INVOICES AND / OR OVERWEIGHT PERMITS:**
	* All invoices were approved – no overweight permits
5. **ADJUSTMENT #2:**
	* Executive Session for the purpose of discussion or consideration of records or documents that are exempt from the public records laws (but that does not give authority to discuss the general subject to which the document pertains). 1 V.S.A. § 313(a)(6)
		+ *At 8:43PM Linda Gotshall motioned to enter into Executive Session for the purpose of conditions of employment per 1 V.S.A. § 313(a)(6) – seconded by Steve Aubin – all in favor – Board in Executive Session.*
		+ *At 9:18PM Linda Gotshall motioned to leave Executive Session – seconded by Alton Bruso – all in favor – motion carried – Board out of Executive Session*

The public was allowed back in at this time. The public at this time consisted of Bernard Savage and Emery. No other public remained.

* + - *Linda Gotshall motioned that they allow Amy Erno Mashtare to return to work at the Transfer Station to work the hours that she presented to the Board – Diane Martin will continue to work a normal schedule at least until November 22nd – seconded by Alton Bruso – all in favor – motion carried.*

Bernard Savage was allowed in after Executive Session was closed. He was in attendance to express a grievance that was unable to be resolved.

1. **ADJOURN:** *At approximately 9:23, the Board dispersed without a motion for adjournment. Adjourning this meeting will be first on the agenda for the next meeting currently scheduled for 11/24/2015.*

Respectfully submitted,

Donna L. Bohannon

Alburgh Town Clerk

Please note the above minutes HAVE NOT been approved. Approval or changes to the minutes will be addressed at the next meeting, currently scheduled for November 24th, 2015.